

# Re-marking policy

June 2018

## NCRQ re-marking policy and procedure

Version 2.0

## Purpose

NCRQ recognises that a student may wish to have an assessment re-marked if they believe that one or more grade indicators are incorrect.

## Application

Students must request re-marking no later than ten days after result for the assessment in question has been released to the student, regardless of whether or not the student checked this on the same day.

The application for re-marking is made by emailing [support@ncrq.org.uk](mailto:support@ncrq.org.uk).

After receipt of your re-marking request, you will be sent a link to pay the re-marking fee of £30 +VAT.

The assessment will then be re-marked by a different assessor.

## Outcome

The result of the re-marking will be communicated to the student within ten working days.

As a result of the re-marking, a grade may be increased, decreased or maintained. The revised grade will be the final result, even if this results in a grade reduction.

Where a grade is changed as a result of a re-marking application, any fee will be reimbursed.

## Appeals

If a student disagrees with the revised grade, the student may launch an appeal against the decision in accordance with the appeals policy. The appeals policy may only be invoked after a re-marking has taken place.